

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



AIR FORCE INSTRUCTION 36-2832

**AIR FORCE MATERIEL COMMAND
Supplement 1**

24 OCTOBER 2001

Personnel

**MANPOWER AND QUALITY MANAGEMENT
AWARDS FOR PROFESSIONAL EXCELLENCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-28, *Awards and Decoration*. It provides procedures for submitting nominations for manpower and quality management awards. This instruction requires maintaining information subject to the Privacy Act of 1974 authorized by 10 U.S.C. 8013 and Executive Order 9397. System of records notice F036 AF PC V applies. **Records Disposition.** Ensure that all records created by this instruction are maintained and disposed of IAW AFMAN 37-139, *Records Disposition Schedule*.

(AFMC) This supplement expands on the guidance contained in AFI 36-2832. It provides that the AFMC nominee for the Air Force Manpower and Organization Senior Civilian of the Year Award will also be awarded the Joanne B. Welch AFMC Manpower and Organization Senior Civilian of the Year Award. Joanne B. Welch was assigned to the AFLC and AFMC Manpower and Organization Divisions from 1979 until her death in 1995. She was the 1994 winner of both the AFMC and Air Force Manpower Civilian of the Year awards. Her work ethic, integrity, skill, dedication, and professionalism are an inspiration to all those who follow her. This supplement applies to all civilian employees paid through appropriated funds. This supplement does not apply to the Air National Guard or US Air Force Reserve units and members.

AFI 36-2832, 28 May 1998, is revised as follows:

SUMMARY OF REVISIONS

This instruction updates and expands on nomination eligibility and criteria in paragraph 1. Paragraph 3 directs the use of new criteria and rescinds restrictions on repeat awards. Air Force Instruction (AFI) 90-501, *Criteria for Air Force Assessments* will no longer be used as a guide. A | indicates changes from the previous edition.

1. Types of Awards and Eligibility. All wing and center manpower and quality offices are eligible for the Manpower and Quality Office of the Year awards. All individuals assigned to a Manpower and Quality Management function (functional account code 108x, except HQ USAF) or Air Force Specialty Code (AFSC) 38M/3U0 position (officer, enlisted, and civilian equivalent) in other functional activities are eligible for individual awards. Specific Air Force awards are:

1. (AFMC) Types of Awards and Eligibility. All AFMC wing and center manpower and organization offices are eligible for the AFMC Manpower and Organization Office of the Year awards. All individuals, military and civilian, assigned to a wing or center Manpower and Organization Office, or the HQ AFMC Manpower and Organization Division are eligible for individual awards. The AFMC nominees for the Air Force-level awards will also be awarded:

1.1. The Large Manpower and Quality Office of the Year (13 or more authorizations).

1.1. (AFMC) The AFMC Large Manpower and Organization Office of the Year (13 or more authorizations).

1.2. The Small Manpower and Quality Office of the Year (12 or fewer authorizations).

1.2. (AFMC) The AFMC Small Manpower and Organization Office of the Year (12 or fewer authorizations).

1.3. The Manpower and Quality Management Officer of the Year.

1.3. (AFMC) The AFMC Manpower and Organization Company Grade Officer of the Year.

1.4. The Manpower and Quality Management Airman of the Year.

1.4. (AFMC) The AFMC Manpower and Organization Field Grade Officer of the Year.

1.5. The Manpower and Quality Management Civilian of the Year.

1.5. (AFMC) The AFMC Manpower and Organization Junior Noncommissioned Officer of the Year.

1.6. (Added-AFMC) The AFMC Manpower and Organization Senior Noncommissioned Officer of the Year.

1.7. (Added-AFMC) The AFMC Manpower and Organization Intermediate Civilian of the Year (GS-11 and below).

1.8. (Added-AFMC) The Joanne B. Welch AFMC Manpower and Organization Senior Civilian of the Year (GS-12 and above).

2. Description of the Awards:

- 2.1. The Large and Small Manpower and Quality Office winners receive an engraved plaque for their office. The individual members of each office receive recognition certificates.
- 2.2. The Manpower and Quality Management Officer, Airman and Civilian individual winners receive an engraved plaque and certificate, and qualify for the Air Force Recognition Ribbon.

3. Nominations. The MAJCOM Directors of Plans and Programs, or equivalent, are the nominating authority for each of their commands. Air Force field operating agency (FOA), direct reporting unit (DRU), and unified command nominating authority resides with the office that has oversight over their manpower, organization, and quality functions. MAJCOMs may submit one nomination for each award. FOAs, DRUs and unified commands are limited to individual awards.

3. (AFMC) Nominations.

- 3.1. Prepare each office and individual award nomination on a single AF Form 1206, **Nomination for Award**. Use a one-page, single-spaced bullet format. Write in concise, straightforward, factual language.
- 3.1. (AFMC) Each AFMC Manpower and Organization office may nominate itself for the Large or Small Manpower and Organization office awards, as appropriate.
- 3.2. Nominations must cover the award calendar year only.
- 3.2. (AFMC) Each Manpower and Organization Office and each HQ AFMC/XPM branch may nominate one person each for the Officer, Enlisted and Civilian Award categories.
- 3.3. Each MAJCOM, FOA, DRU and unified command will provide an assessment on each nominee as outlined below. Describe the accomplishments and contributions to manpower, organization, and quality management that make this office or individual the best performer in the Air Force. Include, as appropriate, specific information on the following factors (these are not to be used as headings for individual paragraphs in the nominations):
 - 3.3. (AFMC) The individuals and offices with the best overall ranking category will be submitted as the command nominee for the Air Force Award.
- 3.3.1. Individual Nominations:
 - 3.3.1.1. Leadership and Management Ability: Leadership and management abilities reflected in outstanding job performance.
 - 3.3.1.2. Significant Job Accomplishments/Contribution to Mission Effectiveness: Significant accomplishments and how those accomplishments contributed to increased mission effectiveness.
 - 3.3.1.3. Significant Self-Improvements: Off-duty education, training, and achievements in professional or cultural associations.
 - 3.3.1.4. Positive Representation of the Air Force: Tangible contributions to the welfare of the military and civilian communities.

3.3.2. Large and Small Office nominations:

3.3.2.1. Outstanding achievements in support of the Wing or Center's mission accomplishment: Tell the what, how, and impact (internal and external of organization); cite resulting recognition, commendations and awards (team and individual) if appropriate.

3.3.2.2. Management of programs and resources: Focus on effectiveness and efficiencies (monetary or time savings), performance improvements (individual, office, process, program, equipment, training, etc.), long range implications, and peacetime and wartime impacts.

3.3.2.3. Positive representation of the Air Force and the functional community: Within the military and local communities, team and individual participation and accomplishments; recruiting efforts, training, etc.; cite resulting recognition, commendations, or awards if appropriate.

3.4. There are no restrictions on nominating previous award recipients.

3.5. Submit one copy of each nomination.

3.6. Send nomination packages to HQ USAF/XPMI, 1070 Air Force Pentagon, Washington DC 20330-1070 by the last day of January under a single letter of transmittal signed by the nomination authority. Include the command project officer's name, grade, office symbol and Defense Switched Network (DSN) telephone number.

3.6.1. After winners have been selected, two 8" x 10" portraits of the individual or office award winners must be provided by the submitting agency. Large and small office winners are responsible for submitting a complete list of personnel assigned during the award period for the production of individual certificates. Photos and personnel listings should be mailed to the address in paragraph 3.6 no later than 30 days after the release of HQ USAF/XPM message announcing the winners.

4. Selection Process:

4. (AFMC) Selection Process:

4.1. Director of Manpower, Organization and Quality, HQ USAF/XPM, approves selection of winners in the award categories using the following process:

4.1. (AFMC) HQ AFMC/XPM will forward ballots to the MO/XPM Chiefs for rating the nominees using a priority system for each category (#1 being first choice for the Award, #2 second choice for the Award, etc. – "rack and stack" method). Ballot scores will be tabulated by HQ AFMC/XPM staff.

4.1.1. HQ USAF/XPM will select a panel of judges consisting of Manpower, Organization and Quality staff members to review and score the nomination packages.

4.1.2. Results are tabulated and provided to the HQ USAF Deputy Director for Manpower, Organization and Quality for validation.

4.1.3. HQ USAF/XPM will select award winners.

4.2. (Added-AFMC) Chief of Manpower and Organization, HQ AFMC/XPM, approves final selection of winners in the award categories.

4.3. (Added-AFMC) The winners will be recognized with a plaque/certificate to be forwarded by HQ AFMC/XPM to the appropriate commander for presentation.

5. Responsibilities

5.1. HQ USAF/XPM:

5.1.1. Determines policy and guidelines for the award process.

5.1.2. Selects and announces the award winners.

5.2. HQ USAF/XPMI obtains the award plaques/certificates and arranges the presentation ceremony.

5.3. Award winners must take appropriate documentation to their servicing military personnel flight for records update before being authorized to wear their ribbons.

5.4. The parent unit provides travel funds for the winner to attend the presentation ceremony.

5.5. MAJCOMs may administer their own internal awards program for installation manpower and quality offices and individuals.

ROGER G. DeKOK, Lt General, USAF
DCS/Plans and Programs

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, Awards and Decoration

AFMAN 37-139, Records Disposition Schedule

Abbreviations and Acronyms

AFSC—Air Force Specialty Code

DRU—Direct reporting unit

FOA—Forward operating agency

MAJCOM—Major Command

Terms

Center—An organizational element equivalent to a wing; more commonly associated with Air Force Materiel Command (AFMC)

Manpower and Quality Office—Wing or center staff element, functional account code 108A, providing manpower and quality management services to subordinate units of the host wing or center.

Unified Command—A command made up of joint or combined forces, operating under a single commander.